

DISCIPLINARY ACTION OR DISCHARGE PROCEDURE

Objective:	To establish disciplinary, layoff or discharge procedures and procedures for removal of employee to be following in the County.	Policy/Procedure Number:	02-13
Reference: (All Applicable Federal, State and Local Laws)	NYS Civil Service Law, Section 75; Civil Service Rules for Tompkins County Rules, Rule XIII; Agreements between the County of Tompkins and Tompkins County Unit, Local 855 of CSEA/AFSCME; The Employees' Union of The Tompkins County Sheriff's Department; Civil Service Employees Associations, Local 1000, AFSCME, AFL-CIO; and Corrections Officers Local 2062	Effective Date:	9/20/2011 1/12/1981
		Responsible Department:	Personnel
		Modified Date (s):	9/20/2011 4/1/11 6/28/88
Legislative Policy Statement:		Resolution No.:	2011-156 186-
General Information:		Next Scheduled Review:	October 2016

I. Definitions: A Disciplinary Action consists of one or more of the following: a written reprimand, a fine not to exceed one hundred dollars (\$100) to be deducted from the salary or wages of such officer or employee, suspension without pay for a period not exceeding two (2) months, demotion in grade and title, or dismissal from service.

II. Policy:

- III. Procedure:**
1. All proposed disciplinary actions or discharge procedures against an employee shall be submitted in writing to the Commissioner of Personnel, stating the reasons for the requested disciplinary action or discharge. As soon as possible the Commissioner of Personnel will review the matter with the County Attorney and the County Administrator and provide recommendations to the department head before charges are issued.
 2. In an emergency situation (nights, weekends, holidays), the department head may relieve an employee from work duties until review with the Commissioner of Personnel for appropriate action.